

Administrative Permit: RECYCLING COLLECTION FACILITY: SMALL

		FEES*	INITIAL DEPOSIT*	FEE CODE
DPLU PLANNING			\$1,910	4900
DPLU ENVIRONMENTAL		\$630		
DPW ENGINEERING			\$795	
DPW INITIAL STUDY REVIEW				
STORMWATER				
DEH	SEPTIC/WELL	\$692**		
	SEWER			
DPR				
INITIAL DEPOSIT				
\$4,027 (if on septic)				
\$3,335 (if on sewer)				

VIOLATION FEE: \$500

* **See Website:** <http://www.sdcounty.ca.gov/dplu/cost-schedule-info.html> **for average processing costs.**

** **Collect only if site uses septic.**

NEW: Use our [Discretionary Permit Cost Guide!](#) to get an idea of how much the County portion of your project may cost.

- Please read and follow instructions Step by Step!! -

Step 1:

All forms/plans listed under **(Step 1)** must be completed, signed, scanned and saved as "pdf" files, then **submitted on CD's**. The forms have "Data Entry Form Fields" and can be completed and saved on your computer.

- Plot Plan
- [126 Acknowledgement of Filing Fees and Deposits](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel](#) **(and any deeds)**
- [346S Supplemental Application Form](#)
- [399F Fire Availability Form](#)
- [386 Consent to Granting of Administrative Permit](#) **(see note #3)**
- [581 Plan Check Pre-Application Notice](#)

Step 2:

In addition to the electronic copies on CD, all forms/plans listed under (Step 2) must be completed, signed and submitted as Hardcopies.

- Plot Plans: **Eight (8) hard copies.**
 - If in Alpine CPG area: **Nine (9) hard copies.**
 - If in the (USDRIP) River Way Specific Plan area: **Ten (10) hard copies.**

[346 Discretionary Permit Application Form](#): One (1) hard copy.

[346S Supplemental Application Form](#): One (1) hard copy.

All forms listed below are informational only and shall not be submitted.

These are available at: [DPLU Zoning Forms](#).

906 Signature Requirements
ZC001 Defense and Indemnification Agreement
ZC013 G-3 Determination of Legal Parcel
ZC090Z Typical Plot Plan

**This application requires an appointment to submit.
To schedule or cancel appointments please call (858) 694-2262.**

NOTES:

1. **Save each whole Study, Report, Plot Plan, Map, etc., as a single PDF file on CD(s).**
Save as many PDF files as possible on each CD. Provide two (2) copies of each CD.
2. **Plot plans, elevation drawings, floor plans, etc. (must be at least 11" x 17") are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.**
3. **If signatures cannot be obtained, a public notice package must be completed.**
4. Collect CEQA exemption fee. Planner will make determination. May require additional money.
5. Inform applicant that project goes to local Community Planning Group and/ or Design Review Board for recommendation.